

Amendments and Corrections to Vital Records

Minor Errors:

Occasionally a minor administrative or typographical error may appear on a birth certificate. Why the error was made and who made the error are important factors in deciding how they can be corrected.

The mistake was made by the hospital:

If the hospital made the mistake they can correct it at no cost to you. You will need to contact the birth registrar at the hospital and find out if the incorrect information was on the worksheet the parent signed. If the information on the worksheet is not the same as it is on the birth certificate the hospital can file a correction letter with the Office of Vital Registration. The Office of Vital Registration can then make the correction to the birth certificate. If you were issued a certified certificate after the correction is completed then you can mail or bring in your incorrect birth certificate back to the Vital Registration office that issued your birth certificate and a corrected birth certificate will be reissued at no cost.

The mistake was not the hospital's responsibility:

If the information on the worksheet matches the information on the birth certificate the hospital cannot correct it and you will have to request the correction at the Office of Vital Registration. In this case the fee to make the correction is \$23.00, which includes one certified copy of the corrected birth certificate.

In either case, you will be asked to return all certified copies of the birth certificate that have incorrect information. The Office of Vital Registration will replace them for you at no additional charge. You may come to the Office of Vital Registration in person or file your request by mail.